



Dear Corrections Officer Applicant:

Thank you for your interest in employment opportunities at the El Dorado Correctional Facility (EDCF). To begin the hiring process you will need to complete a State of Kansas Employment Summary and a Personal Data Form. These forms are available on the internet at www.kansas.gov/ or by contacting the EDCF Human Resource Department at (316) 322-2056.

EDCF is a 1390-bed, multi-security state correctional institution for adult male offenders that houses all types of inmates from special management to minimum custody. In addition to these four custody classifications, EDCF is the home of the states Reception Diagnostic Unit.

The beginning salary for a Corrections Officer is \$12.98 per hour with all new officers serving a one year probationary period. If employed, you will receive 200 hours of paid on site Corrections Officer training prior to obtaining a shift assignment. EDCF has three shifts: 6:00 am – 2:00 pm, 2:00 pm – 10:00 pm, and 10:00 pm – 6:00 am. Officers assigned to the 2nd and 3rd shifts receive an additional 30 cents per hour shift differential. **State regulations mandate that you live within a 1-hour response time from the facility where you are employed.**

As an employee of the State of Kansas, you will receive direct (pay & leave) and indirect (employer contributions) compensation. Listed below is the direct and indirect compensation you would receive as an entry level Corrections Officer.

DIRECT:	Regular Hours	\$29,075.20
	9 Paid Holidays	\$934.56
	1 Paid Discretionary Day	\$101.44
	Sick Leave (96.20 hours annually)	-
	Vacation Leave (96.20 hours annually)	-
	Total Direct Compensation	\$30,111.20
INDIRECT:	Employer Contribution – Benefits	\$6,067.63
	Employer Contribution - Retirement	\$1,705.91
	Employer Contribution – Tax	\$3,110.36
	Total Indirect Compensation	\$10,883.90
	<i>Based on health insurance coverage for self + children.</i>	
Total Direct & Indirect Annual Compensation		\$40,995.10

Your total compensation may be greater than the amount shown if you receive or utilize some of the following benefits and services:

- ✓ KanElect Program – tax deferred for medical and day care expenses
- ✓ KPERS Buybacks
- ✓ Employee Assistance Program – a program to help with personal or family problems
- ✓ Long Term Care Insurance
- ✓ Optional Group Life Insurance
- ✓ Optional Deferred Compensation

The minimum qualifications the Kansas Department of Corrections (KDOC) requires for a Corrections Officer I are: a high school diploma or equivalent, you must be at least 19 years of age, have a valid driver's license, successfully complete a KDOC Corrections Officer test, and be free of any felony convictions and/or domestic violence.

The application/hiring process for Corrections Officers begins with a tour of the facility and completion of a KDOC Corrections Officer test. A passing score of 70% or higher is required. Tests can be taken at any KDOC facility and are valid for one year. The Corrections Officer test allows an applicant to demonstrate his/her skills in areas such as observation, judgment and other skills relevant for a Corrections Officer. Should you fail the test, you will be given the opportunity to re-test. If you fail a second time, you will be required to wait for one full year before beginning the application process again.

Once you pass the test, you will have the opportunity to participate in a structured interview that will focus on the behaviors necessary for a Corrections Officer. In addition, the facility will conduct a thorough investigation of your criminal history and employment background.

If you successfully complete the above steps, you may be offered a position, or be placed on a hiring list for upcoming vacancies.

The El Dorado Correctional Facility is an Equal Opportunity Employer that supports a Culturally Diverse work place and Veterans Preference Eligibility. We provide steady, secure employment with opportunities to grow and promote to various specialized and supervisory positions. We hope you will take the time to explore the career opportunities this facility has to offer.

*Nothing in this statement shall be construed as a contract of employment between the State of Kansas and any employee, nor as a guarantee of any employee to be continued in the employment of the State, nor as a limitation on the right of the State to discharge any of its employees with or without cause. The Total Compensation Statement **does not** replace W-2 forms or other income tax related information and **is not** intended for use in tax preparation.*